

ORS TAC MINUTES

Department of Public Safety
1970 W. Broad St.
Columbus, OH 43223

Date: 6/28/10
TAC: K-9
From: Pam Gibson

File Number:
Approved:



Attendees: See attached sign in sheet.

I. Summary:

K-9 application process was decided to be as follows:

Applications are to be sent to the Operation Director Ohio EMA, documentation will be reviewed for completeness and forwarded to the TAC.

During a K-9 meeting, the applications will be reviewed to ensure all necessary criteria have been met. (i.e. certifications and training)

The original applications will be stored by Marty Underwood, Ohio EMA

A copy will be sent to Tina Waymire to be added to the K-9 database

The application will need to have a date inputted so that the correct version can be easily recognized.

The K-9 Training Requirements were reviewed in which a discussion of typing requirements took place. It needs to be clear that the K-9 TAC will not be certifying the applications, but verifying the applicants have been certified by the qualified agencies. (i.e. Ohio Fire Academy, NAPWADA and etc).

II. Action Items:

Athena Haus volunteered to make the necessary links for the requirements on the website.

Jim Dwertman will be working with Ohio EMA IT to get the K-9 app and requirements listed on Ohio EMA's website once the application is finalized. The website will include specific directions of each field included on the application.

Sandy Lesko is to send the application instructions to Jim Dwertman

The training requirements and certification information on the Miami County webpage will need to be updated.

The requirements will need to be spelled out to include having posted courses referencing the requirement each course fills.

Cover letter (checklist) will need to be created as part of the application review packet

Finalizing the application, training and certification requirements

The group will need to decide a timeframe of getting the ID cards out to the applicants

A date to have that information added to the website.

The group decided to create a FAQ section to be added to the website

Ideas so far: What is the timeframe of processing?
 What are the processing steps?
 What are the qualifying agencies?

The FAQ will be added to as questions come in.

Once all documentation and procedures have been finalized the group would like Mel House, Ohio EMA, to send out a letter explaining the process, website and etc.

III. **Next Meeting:** is scheduled for August 30, 2010, at the Ohio EMA building in room #124.

Respectfully,
Submitted by: Pam Gibson

Attachments: Sign in sheet from 6/28/10 meeting